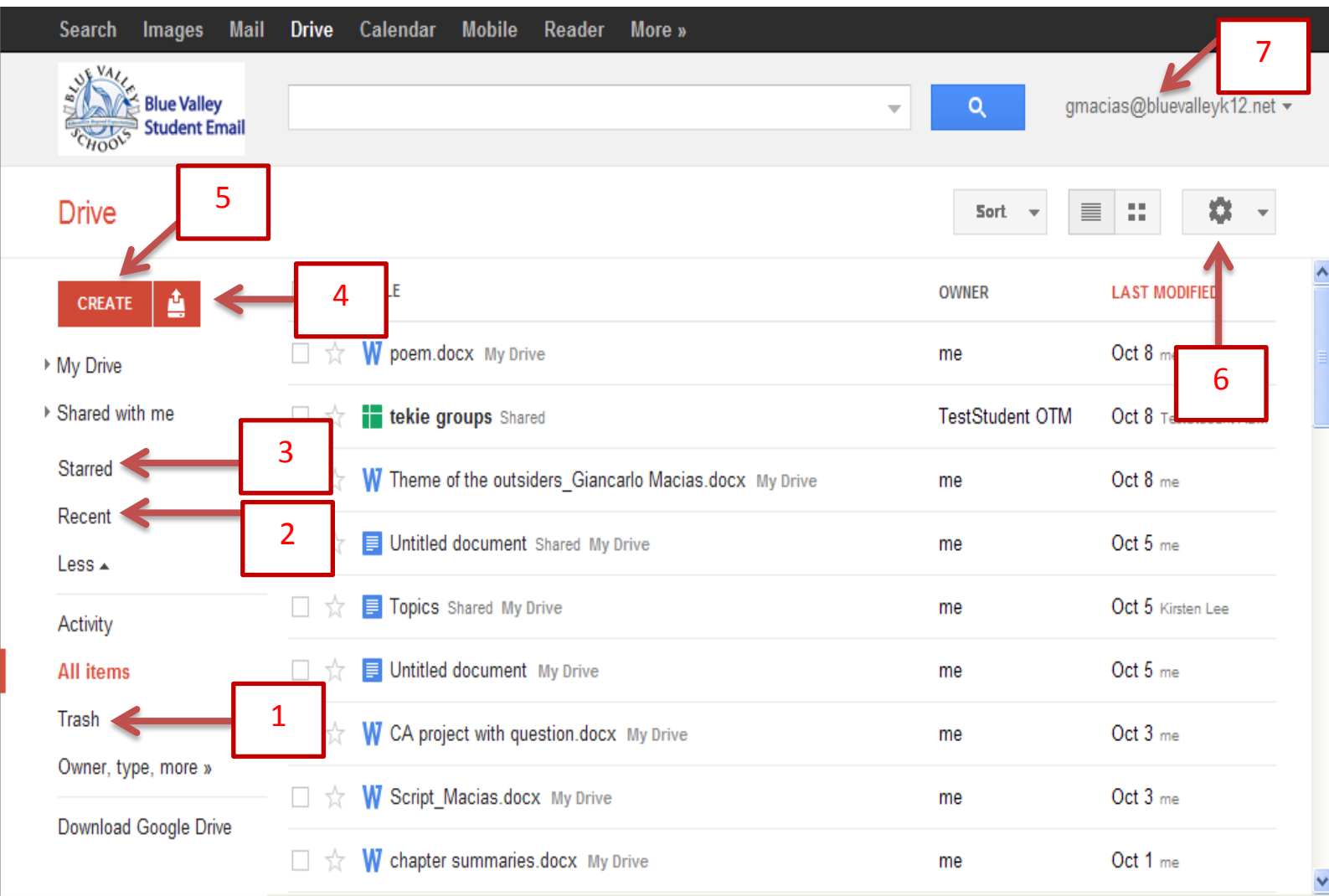





Google Drive



Definitions:

1. Trash- when you click on trash it allows you to see the documents that you have deleted, edit them, and delete them from your account.
2. Recent- Orders your documents by the date you made them.
3. Starred- Shows the documents that you have starred which are the documents are important
4.  - When you click on this symbol it uploads documents from your computer to your Google drive.
5.  – When you click on this symbol it always you to create a documents, presentation, spreadsheet, form, drawling, folder, and a script.
6.  – The setting allows to change the display, manage apps, and find keyboard shortcuts.
7. You can sign out from here and change account privacy settings.